

EXHIBIT A

Installation  
ReportElectrical Business Machines Survey  
for House Appropriations CommitteeOrganizational Unit  
Bureau  
Department or Agency

Location (city)

Appropriation or other Budget Identification

Units of Equipment - Rented or Owned - June 30, 1953\*

Trade Name	Description	No. of Units	Percent of Utilization F.Y. 1953	Annual Rental	Purchase Price	
					Under 3 Years of Age	Over 3 Years of Age
Total						

## Operating Data 1953 Fiscal Year

## Analysis of Contract Services:

	Man Years	Amount
Operating Personnel		
Supporting Personnel		
Other Personnel		
Total		
Machine rental	xxx	
Card and paper supplies	xxx	
Contract services	xxx	
Total		

Planned Expansion or Reduction in F.Y. 1954:

Functions Performed:

\* Auxiliary equipment, such as addressing equipment, electric typewriters, adding machines, etc., included to adequately present the installation and the functions performed by it, should be listed on a separate schedule and attached to the appropriate installation report.

This format is provided to obtain a reasonable degree of similarity and consistency in all presentations. Blank forms, if used, will be supplied by the agency. Deviations deemed desirable should be discussed with the designated GAO representative.